

# Sunranges *Business Collective*

## Rules of the Game

**These Rules Of The Game are designed to get everyone on the same page as we all come from different walks of life, have different experiences and different ways of behaving in these forums. By applying to become a member of Sunranges Business Collective and paying your membership fee, you are agreeing and committing to adhering to the “Rules of the Game” that have been decided work best for Sunranges Business Collective.**

### General:

- Attendance at more than 50% of the fortnightly meetings held each quarter will ensure that the exclusivity of your industry representation will be maintained.
- The meetings are to be held fortnightly but will not be held when the fortnight falls within the Christmas week, nor will they be held in the month of January. The meetings will commence on the first Friday in February.
- Meetings will not be held if the date falls on a public holiday.
- All members must first be members of the Sunbury Business Association (SBA) which has its own membership fee of \$60 per annum which is separate from our membership and fee of \$50 per quarter as we are separate, but registered under the SBA for all legal, insurance and reporting purposes.
- Membership of the SBA does not guarantee membership in the Sunranges Business Collective as membership is limited by one member per business category.
- Only one business from each category / profession / trade is allowed unless agreed by the existing member in that category and the Leadership Committee agree.
- The membership fees are used at the majority discretion of the Leadership Committee but are essentially used to cover costs such as accounting software, legal registration, website, marketing of the group, printing of group documents and to pay any ongoing group costs. Any excess revenue will go toward the end of year function to the benefit of all members.
- If a member wishes to have a topic or issue discussed at a meeting, then an outline of the topic or issue should be given to the secretary 48 hours prior to the meeting so that it can be circulated by the secretary along with the regular email.
- Commit to inviting and bringing a guest to our regular meetings when appropriate to do so.
- The Sunranges Business Collective policies, procedures, agreed practices, Rules Of The Game, Vision and mission statements, purpose and criteria for membership can only be changed by a majority vote of the committee.
- Any visitors can attend twice, after which time they need to become a member if they wish to attend further meetings.
- If a person resigns, regardless of the reason, no membership fee is refunded.

## Meetings:

- Phones must be **off or on silent** and **must not** be on the table as the distraction can disturb others.
- To show your respect to your fellow members, you are required to arrive at the meeting on time so as not to disrupt the meeting by coming in late.
- A set agenda is followed and minutes are kept by the secretary and emailed out to the members within a week of the meeting.
- Have Fun! Remember, no politics and no religion. This is not the appropriate forum for such topics.
- We are farmers of our businesses and we are growing our referral network not just turning up to networking meetings hunting by giving around business cards hoping to get business.
- Confidentiality is assured for all businesses in attendance. A confidentiality agreement must be signed by all members ensuring that we will not give away sensitive information about each other's businesses outside of the group.
- If you are not able to attend a meeting, you need to send a "Reply All" email to the Sunranges Business Collective secretary. If no email is received it will be assumed that you will be in attendance.
- If you are not attending but wish to be represented at the fortnightly meeting you are welcome to send along a representative of your business in your place.
- To be courteous to each other at all times, ensuring that no one feels like they do not have a voice in the Sunranges Business Collective .
- Chairman to invite a response from the Sunranges Business Collective members at the end of each meeting.